

All Staff Meeting Minutes: Sept. 24/10 (downtown)

Present: Cindy, Frank, Stan, Emily, Linda, Kathy, Kris, Jenny, Adam, Beth, Brian, Julia, Forrest, Heather, Toni, Maureen, Jacqueline

Celebrating Birthdays: Kris, Carmine, Anne, Kathy



Move

- Fort – Boska boys show up on Fri. a.m. but packing needs to be completed by the end of Wed.
- Cindy's new office space will be in the small classroom and will also function as the ESL resource center and Orientation space. Heather will keep a virtual calendar for this room on the regional [Wiki](#). Please see Maureen or Frank if you have any questions.
- Computers to be moved to Sara Holbrook – coordinated by Mark and Frank.

Celebrated Ethan's [baby's](#) arrival in October!



Benefits

- Vision insurance open enrolment – this only applies if changes occur: additions, cancelations, etc.
- Family leave & medical leave are different. Both, however, use sick bank hours, but you cannot use sick bank unless it's for these two reasons. (Family leave isn't necessarily consecutive i.e. caring 1 day/wk for a family member; this could take place over a one year period.) However, if you are sick with a cold and need to take time away from work you would use CTO because our allotted sick hours (80) are embedded within CTO. If you know in advance that you will need family or medical leave please try to apply early. Please see your supervisor if you need further clarification.
- There is a need for donated time. Please email [Luke](#) if you are interested.



Changing Role & Expectations

- Cindy's role is changing more toward development and marketing. She is still our Regional Mgr., but the bulk of her time will be spent in this area.
- When you need to you may call Cindy at home, email, etc. Please be direct and be reasonable regarding expectations. (Sending an email to someone @ 5pm to cancel a meeting for the next day isn't very reasonable unless it's an emergency.)

- GTR and data entry need to be done on time. This means to get your GTR done on Friday, and to get your attendance in to either Toni or Heather. For ESL teachers Heather needs to have EVERYTHING entered by the 6th of each month so please be aware of this and give me three days to get it all in.
- [Regular check-in with supervisors](#). Cindy and Frank will appear at all spaces in the region on a regular basis.
- When you cannot attend an all staff meeting, please read the minutes on the [Wiki](#). Decisions will be made whether or not everyone is in attendance. So please keep abreast of what's going on.
- Kris Degenhardt asked whether the phone system at the Fort could give people the option of being able to select another ext. without having to hang up and dial our number all over again. Yes, this is possible and when our telephone people come to adjust the phones after the move we will get this feature activated.



Development and Marketing

- [Stress Grant](#) – Linda and Louis will travel to Boston for training. This is a two year grant that incorporates the arts into a stress management tool.
- [Farm Grant](#) – working with AALV. This is a three year grant with USDA and our role would be to add an English component.
- [Civics Grant](#) – we, unfortunately, didn't get it.
- [Green Mountain Coffee Roasters](#) – we'll be attending their fair (a type of bridge to college) focusing on GMC's employees and their questions and needs around entering College. Takes place [Oct. 14th, 2010 – 2 – 5pm](#). Maureen will be our representative.
- [Wait List Reduction Grant](#) – Dollar General Grant. This will focus on using volunteers and technology to help reduce our ESL waiting lists. Since the main focus is computer aided instruction, we'll need to specifically recruit teacher volunteers who have strong technological skills. Grant will start in Jan. [if we get it](#), so if you know of anyone who may be interested in volunteering for something like this please forward their contact info to Maureen. We haven't got it yet, but it might be nice for Maureen to have some candidates ahead of time.
- [Renewal of People's Foundation Grant](#) – we're asking for \$40,000 and hope we get it!
- [TCC](#) – Jenny has a cohesive group this year; 11 students and all thus far have perfect attendance! She loves all the teachers that are working with her for this grant and there's a nice mix of native speakers and ESL students.

- [Youthbuild](#) – money from Dollar General for Work Keys (Toni and Emily). They are working on finishing the certification with Youthbuild students.
- [Fletcher Allen](#) – offering an ESL and Pre-credential class there.
- [Raising Money](#) – Heather & Julia brainstormed one aft while hanging out in the VAL salon and thought of the idea of sending out requests for funds to Julia's connections in the Chittenden region. The initial list is quite impressive! Think of what you need for your new site; what your students need (i.e. books), parking money, software, etc. and submit it to Heather.
- [Kris Degenhardt](#) – thought that the new space at Church Street might be great to showcase student art.

Adjourn - next meeting at the Fort on Fri. Oct. 22th.